



AUCTION DONATION & PROCUREMENT FAQ'S

**OUR LADY OF THE PRESENTATION
SATURDAY, APRIL 27, 2019**

What is the Preferred auction contribution for each school family?

1. Each school family is encouraged to personally donate an item or cash valued at **\$75 or greater**.
2. Each school family is encouraged to **procure an item or sponsorship from 1 business** . You can sign up to procure more if you would like.

Link: <http://olplsschool.org/auction>

How do I know what to donate?

See the 4 Ways To Support the Auction flyer in this packet!

How do I turn in my donation and procured items?

Please fill out a procurement form for your personal and procured donations. You keep the pink back copy for your records. For the procured item, please leave the pink back copy with the business that donated the item, for their records. **One procurement form per donation.** Please take your donations to the annual procurement party, **“Trivia Night” scheduled for April 6th, at OLP.** Other drop off opportunities will be announced closer to the auction date. They can also be left at the school office.

Is a personal donation required?

No. We understand not everyone is in a position to donate. If you are unable to donate, we encourage you to sign up to procure donations from more businesses.

Which businesses do I sign up to procure? You are encouraged to select a business to procure from the grade(s) tab of the **Business Sign-Up Genius** on the school auction website. However, if you would like to procure from other businesses, you are welcome to do so. To search for a specific business to procure, a document of all businesses on the Sign-Up Genius and their tab location, is listed alphabetically on each grade's tab in the description for your convenience. You can also add a New business on the New Business Tab if it's not listed on the alphabetical list of the Sign-Up Genius.

I don't like to ask people for donations, do I have to procure? We encourage all school families to take part in the procurement process. This year our silent auction items will be a direct result of our school family procurement efforts.

Grade Themes

- K - Pamper Me
- 1st - Family Entertainment
- 2nd - Just for Kids
- 3rd - Outdoor Living
- 4th - All About Sports
- 5th - Good Eats
- 6th - Guys, Gadgets & Gear
- 7th - Home Décor
- 8th - Going Out with Style